

SQSD CIRCULARS: ASSURANCE TEMPLATE FOR HSC BOARD AND TRUSTS

Circular Number	HSC (SQSD) 17-2010 NPSA 2010 RRR 018
Title	Preventing fatalities from medication loading doses
Date of Issue from DHSSPSNI	22 December 2010
For Implementation by:	22 June 2011

SECTION : To be completed by HSCT and forwarded to HSCB for consideration

To:	Chief Executive, HSC Board										
<input type="checkbox"/>	I can confirm that the required actions set out in the above circular have been implemented in full by the due date.										
<input checked="" type="checkbox"/>	I can confirm that the actions in the above correspondence have been partially implemented by the due date. The issues impacting on full implementation along with the timescales for resolving these issues are set out in the box below: <table><tr><th>KEY ISSUES / ACTION PLAN</th><th>DATE</th></tr><tr><td>Risk assessment to be confirmed by clinicians.</td><td>September 2011</td></tr><tr><td>Further tools e.g. dose calculation sheets, guidelines and protocols to be developed as identified by risk assessment tool.</td><td>December 2011</td></tr><tr><td>Feasibility of independent double checking for loading doses by medical, nursing and pharmacy staff to be reviewed and agreed.</td><td>December 2011</td></tr><tr><td>Await response from HSCB and consider issue of any HSCB advice to SHSCT registered community nursing staff</td><td>September 2011</td></tr></table>	KEY ISSUES / ACTION PLAN	DATE	Risk assessment to be confirmed by clinicians.	September 2011	Further tools e.g. dose calculation sheets, guidelines and protocols to be developed as identified by risk assessment tool.	December 2011	Feasibility of independent double checking for loading doses by medical, nursing and pharmacy staff to be reviewed and agreed.	December 2011	Await response from HSCB and consider issue of any HSCB advice to SHSCT registered community nursing staff	September 2011
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<input type="checkbox"/>	I can confirm that the organisation has been unable to implement any actions of the above circular for the reasons set out in the box below. (The actions being taken/required to resolve or clarify the issues preventing implementation and the timescales for this should be outlined):										

I confirm that the HSC Trust's Chief Executive and designated senior manager have been advised of this response and are content that it should be submitted to the HSC Board.

Name & contact details of person submitting response on behalf of the Trust	Mrs Caroline Beattie Standards & Guidelines Medical Directorate Firbank House, Craigavon Area Hospital 68 Lurgan Road Portadown BT63 5QQ [REDACTED] Mobile: [REDACTED] Caroline.beattie@[REDACTED]
On behalf of:	Southern Health & Social Care Trust
Date:	22 June 2011

SECTION 2: To be completed by HSCB and forwarded to DHSSPS**To:** Director, Safety, Quality & Standards Directorate, DHSSPS

I note the response from the Trust and –

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I can confirm that the HSC Board is content the action(s) taken, referred to in Section 1, complies with the requirements of the above circular.

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I can confirm that further action, as outlined in the box below, is needed to ensure compliance with the requirements of the above circular

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I confirm that the HSC Board's Chief Executive and designated senior manager have been advised of this response and are content that it should be submitted to the Department.

Response submitted by:

Name & contact details of person submitting response on behalf of HSC Board

Date: